

Combination Resume Sample

Richard Doe

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OBJECTIVE: A management position in Information Services where my administrative and technical expertise, initiative and interpersonal skills will be used to increase sales and improve customer relations.

AREAS OF EFFECTIVENESS

SALES/ Produced \$200,000 in sales, increased quota by 15 %.
CUSTOMER RELATIONS: Established new system for solving customer complaints and recruiting new clients. Instituted inventory control for product and displays.

PLANNING/ Reorganized word processing center resulting in reduced
ORGANIZING: labor costs (34 %) and increased efficiency. Set up new tracking and filing system for Mag cards, resulting in improved turnaround time utilizing fewer work hours

TECHNICAL: Eight years experience operating Mag card and high speed printers: IBM 6240, Mag A, I, II, IBM 6640, and Savin word processor.
Software: Microsoft Word, Excel, Equation Editor, Access, Filemaker Pro, WordPerfect, Lotus 123.

EMPLOYMENT: ABC Corporation, St. Louis, MO

EXPERIENCE: DEF Computer Services, Jacksonville, FL
GHI Systems Inc., Nashville, TN
JKL Corporation, Dulles, VA

EDUCATION: B.A. in Communications, University of Maryland, College Park, MD
Courses in interpersonal communication, psychology, and public speaking.
Worked full-time earning 100% of educational and personal expenses

PERSONAL: Certified MSHA instructor. Member Association of Information Scientists. Interested in increasing efficiency and reducing workloads.